

6-19-2012

Meeting Minutes

WKU Council of Academic Deans

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**Council of Academic Deans
CAD Minutes
Tuesday, June 19, 2012
9:30 – 11:00 a.m.**

Members Present: Dennis George, Cheryl Stevens, Craig Cobane, David Lee, Gordon Emslie, Sam Evans, Connie Foster, Jeff Katz, Kelly Madole, Kinchel Doerner, and John Bonaguro.

Guests Present: Brian Meredith, Doug McElroy, Ladonna Hunton, Jim Cummings, Richard Miller, Beth Laves, Sylvia Gaiko, Jim Berger, Mike Dale and Teresa Jackson.

I. Approval of May 23, 2012 Minutes

Dr. Evans made a motion, seconded by Dr. Lee, to approve the minutes from the May 23, 2012 CAD Meeting. The minutes were approved without objection.

II. Information Items:

A. 2011 Evaluations & Pay Raises

Dr. Emslie informed the deans that all 2011 Performance Appraisals for the Division of Academic Affairs had been completed and forwarded to Human Resources.

B. Course Sections Offered ONLY Through Distance Learning

To date, a course distance learning fee has applied to part-time students, full-time students taking only online courses, and online courses during the summer and winter terms. However, full-time students enrolled in a mix of face-to-face and on-line courses during fall and spring semesters have until now not been required to pay this fee. Beginning Fall 2012, however, full-time students who choose to take one or more on-line courses for the fall and/or spring semesters will be assessed the distance learning fee. This is equal to 20% of the regular resident tuition for that course, or \$71 per credit hour.

There was brief discussion regarding courses available only on-line, that are not part of online-only programs. Less than 2% of courses are in this category, and not all of these are required courses. An email will be sent following the BOR meeting to faculty and staff, and to students who were full-time during the last academic year and enrolled in a mix of on-line and face-to-face courses to inform them of the applicability of this previously waived fee.

C. Other

Ladonna Hunton announced that Ms. Jessica Gilland will join Academic Affairs effective July 1, 2012 as the Manager of Academic Resources.

III. Discussion Items:

A. Policies:

Environment, Health & Safety Policy (9.XXXX)

There was brief discussion regarding the Environment, Health & Safety Policy. Dr. Emslie will return the policy to Administrative Council with no suggested revisions by CAD.

B. Applicant Eligibility of Interim Appointees

According to the HR Recruitment and Selection Policy (4.2201), a temporary or interim appointee is not eligible to apply and become a candidate for the position they currently hold unless approval is granted by the Vice President of the division. Further, experience acquired during the interim period may not be counted toward experience required for the permanent position. Dr. Emslie reminded the deans to request his approval for interim appointees to be considered as applicants early in the search process.

C. Effort Certification

Dr. Emslie reviewed the requests for effort certification in the first and second halves of the summer session. It was stressed that this is a report of effort actually expended during the period in question, not necessarily of pay received during that period. It was also stressed that such effort certification be after-the-fact.

D. Discretionary Spending Policy

Jim Cummings, Chief Financial Officer, joined CAD to answer questions regarding the Discretionary Spending Policy. There was discussion regarding purchasing gifts for retiring faculty. Jim Cummings indicated the gift is viewed by the IRS as compensation and thus subject to tax withholding. Following discussion, Dr. Emslie suggested that Dr. Miller and Dr. Lee make a request to Kathryn Costello, Vice President for Development and Alumni Relations, through Paula Jarboe, WKU Foundation Chief Financial Officer, that a change be made in the WKU Foundation funds policy allowing the purchase of gifts/mementos.

There was also discussion regarding working lunches and retreats. Jim Cummings reminded deans that these events must be approved by an Administrative Council member.

E. Compensation via PDA Accounts

There was discussion regarding PDA funds awarded to faculty for services rendered. Mr. Cummings indicated if an employee receives compensation for services to the university, it should go through payroll and be subject to applicable taxes. Therefore, faculty should not be given a choice to receive funds in a PDA account in lieu of compensation.

Dr. Emslie indicated that adding funds to a PDA account would be appropriate for awards (e.g., for UDPs). He also indicated new faculty can be given a PDA account as a hiring incentive and that departmental funds held for professional development can be distributed to faculty PDA accounts, as long as they are not distributed on the basis of services rendered.

Jim Cummings agreed to revise the policy to add a section indicating when PDA funds are appropriate and how they should be spent.

Dr. Emslie asked the deans to discuss appropriate uses of PDA accounts with departments and to send recommendations to Jim Cummings, copying Ladonna Hunton and Mike Dale.

F. New Graduate Student Recruitment Tool

Dr. Kinchel Doerner discussed a new recruitment tool allowing departments to purchase “codes” which they can give prospective graduate students. When completing the application for admission, the student inserts the code in the appropriate field and the application fee is not charged to that student. Each code will have an expiration date. Departments wishing to purchase codes should contact Shanda in the Office of Graduate Studies.

There was discussion regarding disclosing availability of the codes on the Graduate Studies web page. Following discussion, Dr. Doerner indicated he will remove the information from the web page. Dr. Emslie suggested “business cards” be created to distribute to prospective students with the code written on the card for promotional purposes.

G. Outside Activities Disclosure Form

Dr. Emslie asked deans for input regarding the Outside Activities Disclosure Form. He indicated that the Vice President for Research has recommended that every faculty member be required to have this form on file every year, even if there is no outside activity to report.

Respectfully submitted,

A handwritten signature in black ink that reads "Teresa Jackson". The signature is fluid and cursive, with the first name "Teresa" and last name "Jackson" clearly distinguishable.

Teresa Jackson

Approved

A. Gordon Emslie, Provost

Date